

Wildlife Corridor Conservation Authority (WCCA) Staff Time Tasks (as of June 2008)

Note: Includes Project Analyst and Board Secretary time. Does not include time for Executive Officer, Chief Deputy Executive Officer, Chief of Natural Resources and Planning, Staff Counsel, legal assistant (FFPC forms), Senior GIS Analyst.

- *Prepare and coordinate acquisitions and applications.
- * Prepare/coordinate WCCA Governing Board and Advisory Committee agendas. Contact cities/agencies to get updates. Review WCCA mail (e.g., environmental review documents). Review agencies agendas.
- *Mail agendas and cancellations to approx. 200 person mailing list (address labels/fold/staple.) (This will now be via email.) Upload agendas to web.
- *Prepare WCCA Governing Board and Advisory Committee Board books (hard-copy and CDs). Write staff reports/resolutions. Review California Environmental Quality Act documents; write comment letters. Print color attachments. Collate Board books.
- *Mail Board Books (Governing Board and Advisory Committee) and CDs to Board and Advisory Committee members and interested public members. Scan staff reports/resolutions/attachments; upload staff reports to web.
- *Contact WCCA Governing Board and Advisory Committee members to set up meetings and do quorum calls.
- *Select meeting rooms for special meetings; reserve meeting rooms.
- *Drive to, set up, attend meetings in Brea and Whittier.
- *After meeting: finalize resolutions/minutes and mail to Chairpersons for signature. Amend/finalize comment letters and send comment letters.
- *Prepare minutes for WCCA Governing Board and Advisory Committee meetings.
- *Make copies of tapes/minutes, send to Diamond Bar secretary.
- *Update mailing/email/contact lists.
- *Coordinate preparation of GIS maps.

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*Pay for web host server.

*Prepare WCCA annual budget and WCCA annual billing (including summary spreadsheet of all costs and xerox all minutes/agendas/mailling lists).

*Prepare materials per annual requests from Auditor (Xerox minutes/agendas/mailling lists).

*Send out mailings and advertise in local newspapers for Board public members and Advisory Committee member positions (every 2 years).